

129
136

9 March 1955

MEMORANDUM FOR: Chief, Management Staff

SUBJECT : Revision of T/O for Cable Secretariat-
Message Center, Office of the Director

1. It is requested that the Cable Secretariat-Message Center T/O be revised to provide a total of ten additional positions described below:

2 Cable Analysts (Sup)	GS-0305.11-09
2 Clerk Typists (Sup)	GS-0322.01-05
2 Mail and File (Sup)	GS-0305.06-05
3 Clerk Typists	GS-0322.01-04
1 Courier	GS-0301.35-04

2. In support of this request, the Cable Secretariat's records indicate that the number of cables processed during the six months period ending 28 February 1955 exceeded by 10% the number of cables processed during the same period one year ago (72,300 vs 65,550). In addition, the workload in the Cable Secretariat-Message Center has increased considerably as a result of the special handling required to produce sterilized copies of cables and preliminary disseminations in the overall effort to reduce electrical transmissions.

3. A sincere and conscientious effort has been made to cover the positions involved by diverting personnel from other activities. It has been determined that such diversion is no longer feasible.

4. The additional positions requested in paragraph 1 are identical in title, grade and function to positions already established for the Cable Secretariat.